

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 01 FOR 2011



To Mayor Utz and Members of the City Council:

| |
|--------------------------|
| UPCOMING MEETINGS |
|--------------------------|

| ** August 2010 ** | | | | | | |
|-------------------|-----------------------------------|---------|-----------|--|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 Council Meeting CANCELLED | 10 | 11 | 12 Planning & Zoning Commission | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Council Meeting | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

GENERAL GOVERNMENT

Attended WRCC meeting and received directions for implementing the new flood plain map which included producing a new map, verifying the accuracy of the map and notifying all residents impacted by the change.

Met with Carroll County representatives regarding the update on the Hazard Mitigation Plan.

Met with representatives of the Middlebrooke Home Owners Association to develop a coordinated approach to code issues in the community.

Convened the initial Holiday event planning committee.

Met with representatives from Veridian Energy Company about a possible collaborative effort on electricity rates.

Met with representatives from LGIT and MML and received an update up current events and activities.

| <u>COMMUNICATION</u> | <u>THIS MONTH</u> | <u>YEAR TO DATE</u> |
|----------------------|-------------------|---------------------|
| Newsletters | 1 | 1 |
| Press Releases | 7 | 7 |
| Videos | 0 | 0 |
| Council Meetings | 1 | 1 |

FINANCE & ADMINISTRATIVE SERVICES

1. Finance

- a. McGladrey & Pullen completed their first days on site performing data gathering and completing the "prepared by client" list of audit requirements. They are scheduled to begin field work on 9/7/2010.
- b. Rager, Lehman and Houck has been on site for the month providing accounting services in preparation for the annual financial and single audits. They are reviewing all audit schedules to help ensure that the City is ready for its annual audit. They will also be developing the City's Financial Statements as part of the readiness exercise.
- c. In July Finance and IT implemented the Fixed Assets module of the financial accounting system. This will replace the current practice of having RLH prepare "Excel" depreciation schedules each year.

2. Technology Services

- a. The D/R servers are currently being readied for installation and implementation of the facility later in August subsequent to the implementation of new data transfer equipment.

- b. Planning work has begun on the new Voice Over Internet Protocol (VOIP) system as a pilot is scheduled for the latter part of the year utilizing Office Communications Server in a virtual environment to enable the replacement of the outdated and unsupported voicemail system.
- 3. Housing Services
 - a. The PHA began the new fiscal year with adoption of the City Property Maintenance Code as the standard for inspections. This change simplified the inspection of all properties for compliance with the City Code.

HUMAN RESOURCES

1. Benefits

- a) The Wellness Program sponsored two lunch and learns for employees. The training was provided by Business Health Services, the City's EAP provider. The training topics were Promoting a Healthy Lifestyle with 10 employees attending and Fitting in Fitness with 8 employees attending.
- b) Nationwide Retirement Solutions held a lunch and learn Retirement Planning Seminar with 4 employees attending. The nationwide Representatives were also available to meeting with employees individually after the seminar.
- c) Amended the Nationwide Retirement Solutions 457 Deferred Compensation Plan to allow participants to take loans from their individual deferred compensation accounts.

2. Policies

- a) Drafted an Employee Recognition Policy to cover the Service Awards, Employee of the Month and Cost Savings Award programs.

3. Recruitment

a) Advertisements:

| | <u>Internal Advertisements</u> | <u>External Advertisements</u> | <u>Internal Applications Processed</u> | <u>External Applications Processed</u> |
|-----------|------------------------------------|------------------------------------|--|--|
| Full-time | 1 | 0 | 1 | 0 |
| Part-time | 0 | 0 | 0 | 0 |
| Temporary | 0 | 2 | 0 | 9 |
| Seasonal | 0 | 2 | 0 | 7 |

b) Hired:

| <u>Full-time</u> | <u>Part-time</u> | <u>Temporary</u> | <u>Seasonal</u> |
|------------------|------------------|------------------|-----------------|
| 1 | 0 | 0 | 0 |

4. Risk Management

- a) Three (3) insurance claims filed.
- b) Applied for Training Grant from the Local Government Insurance Trust for Risk Management Training Program

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 43 inquiries from the public; including residents, real estate appraisers and developers.
2. Prepared an implementation plan for the Historic District Commission (HDC) to follow for the Historic House Tour, to be held December 11, 2010.
3. Supervised Daniela Miller, to develop the outline of the 2011 Westminster Urban Tree Canopy Management Plan.
4. Provided information for Carroll County's Report to the Maryland Department of Planning on local Growth Print and Sustainable Communities initiatives.
5. Completed the Maryland Department of the Environment's Electronics Waste Grant Reimbursement Request Package for \$2,060.
6. Developed a presentation to students at Higher Learning, Inc. about the history of planning and zoning in the City of Westminster; gave the presentation on July 22, 2010.
7. Planned and attended the Tree Commission (WTC) meeting held on July 29, 2010.
8. Reviewed and approved over 8 building permits on behalf of the Zoning Administrator.

Geographic Information System (GIS)

1. Worked with the Director of Planning to create the Westminster FEMA flood zone map and extracted addresses of properties being affected by Flood Zone Area updates.

2. Assisted in public notification of Comprehensive Rezoning through the creation of a map and extracting addresses for rezoned areas; used the addresses to develop contact list.
3. Resolved corrupted spatial index of the Westminster Zoning Map for ArcMap10.
4. Attended GPS training on July 27, 2010; learned how to use this tool for collecting the locations of signs, utilities, trees, potholes, etc. into a database that could later be transferred to the GIS and featured on maps for use by various City Departments.
5. Indexed and uploaded recorded plats to the File Manager Database, in support of Engineering Specialist.
6. Developed Downtown Restaurant Guide Map, to be displayed on Main Street and at the Ravens Training Camp, as well as passed out at the Carroll County Tourism Booth.
7. Completed “Water/Sewer As-Built Plans Information Request” for BPR, Inc.

Development Review

1. Provided information on water appropriations and use permits in preparation for audit.
2. Westminster Technology Park, Lot 5, is waiting on a water allocation.
3. Continued plan review for the following projects: Crossroads Square - Lone Star Steakhouse Redevelopment (Chipotle and Vitamin Shoppe; Westminster Shopping Center – Susquehanna Bank; West Branch Trade Center, Lot 21A; Stonegate (Naganna Property), Section 1 – 64 lots; and Roop’s Mill project – 84 lots.
4. Working with structural engineer on headwall design at Bolton Hill, Phase 4 at E-18 and E-19 to verify design.
5. Working with Carroll County Public Schools on Westminster Elementary School Addition – New 6” water line re-connection (tapping sleeve and vault). School system and City are trying to find best solution for all.
6. Completed landscape review for Carroll County Commerce Center, Building D.

7. The following application and review fees were collected in July 2010:

| | Review Fees Collected |
|---------------|-----------------------|
| Monthly Total | \$7,400.00 |
| YTD Total | \$7,400.00 |

Economic Development

1. Received a request from the Yellow Turtle Inn in New Windsor for additional restaurant rack cards after they received their initial allocation in June. Sent a pack of 50 additional rack cards to them.
2. Delivered 600 Downtown Westminster tear-off maps (12 pads of 50/each) to McDaniel College for their first year student orientation program.
3. Birdie's Café, which staff has been working with for several months, opened at 233 East Main Street on July 12th. Staff continues to work with another client interested in locating at 11 Liberty Street that is currently seeking a building permit for interior renovations.
4. Prepared and printed a Downtown Westminster Restaurant Map for distribution at Ravens Camp. Designed with its perspective from the training camp, the map shows downtown restaurants by type and location as well as approximate walking time from Ravens Camp. 500 copies of the map plus a larger display version of the map was taken to Ravens Camp on its first day for distribution.
5. Coordinated the judging, the awards and awards ceremony for the Paint the Town Purple Downtown Storefront Decorating Contest that was held on Locust Lane Stage on Thursday, July 29th. Fourteen businesses entered the competition, with several others just catching the spirit and decorating their shops in purple. Photographed the winners with the Mayor and Mike Duffy, chief reporter for Ravens.com. Prepared and forwarded a press release to the local media announcing the winners, along with their photos.
6. Confirmed McDaniel College's participation commitment with the Downtown Westminster Merchant Discount Guide for the upcoming school year.
7. Coordinated the videotaping of the upcoming community video updates. Established and shot locations with the CGI Communications videographer on July 28th & 29th. Additionally, prepared a disc of still photographs to supplement the video shoot in order to match the prepared scripts.
8. Continued to prepare and send Downtown Westminster Farmers Market ads to the Westminster Advocate for publication.

9. Coordinated, attended and photographed the Songs at Six Concert Series in July for future marketing purposes.

Community Development

1. The following sign permits were processed in July 2010:

| | # of Sign Permits | Sign Permit Fees |
|----------------|-------------------|------------------|
| Monthly Totals | 5 | \$450.00 |
| YTD Totals | 5 | \$450.00 |

2. Attended construction meetings every two weeks for Union Crossing.
3. Conducted six Davis-Bacon wage interviews for the Union Crossing project to satisfy CDBG obligations.

Zoning

1. Planning staff have been working to automate the processing of property maintenance liens recorded against properties for violations. The initial database was updated and the information will be used to verify those properties that have outstanding liens. Ultimately, liens and releases for properties will be scanned into the City's system for ease of access. The information will be available in read-only format for most employees on the network.
2. Work continues to have an updated Chapter 119 in ordinance form and introduced before the Mayor and Common Council on Monday, September 13, 2010. The final drafting of the ordinance is being completed.
3. The following construction inspection fees were paid in July 2010:

| | General | Water | Sewer |
|----------------|---------|--------|--------|
| Monthly Totals | \$0.00 | \$0.00 | \$0.00 |
| YTD Totals | \$0.00 | \$0.00 | \$0.00 |

4. The following building permits were approved in July 2010:

| | # of Building Permits |
|---------|-----------------------|
| Monthly | 25 |

| | |
|-----------|----|
| Total | |
| YTD Total | 25 |

5. The Planning and Zoning Commission did not meet in July 2010. Work was completed during July 2010 for the public hearings before the Planning and Zoning Commission and the Mayor and Common Council for the “City of Westminster Comprehensive Rezoning of 2010” to implement the land use recommendations contained in the 2009 Comprehensive Plan.
6. The following fees related to new and expanded development were paid in July 2010.

| | Water Benefit Assessment | Sewer Benefit Assessment | Special Capital Benefit Assessment |
|-------------------|--------------------------------|--------------------------------|--|
| Monthly Totals | \$46,620.40 | \$48,377.60 | \$24,039.30 |
| YTD Totals | \$46,620.40 | \$48,377.60 | \$24,039.30 |

7. Sent four zoning letters in July 2010.
8. The Director of Planning, Zoning and Development was on annual leave from July 19, 2010 through July to July 30, 2010.

Code Enforcement

1. A total of 31 separate code issues were handled during July 2010:

| Type of Complaint | # of Incidents | Compliance | Court Case | % of Total |
|-------------------------|-------------------|------------|---------------|---------------|
| Untagged Vehicles | 4 | 2 | 1 | 17% |
| Trash and Rubbish | 5 | 4 | 0 | 17% |
| Weeds and Grass | 15 | 12 | 2 | 47% |
| Property Maintenance | 1 | 0 | 1 | 2% |
| Solid Waste | 1 | 1 | 0 | 2% |
| Condemnations | 1 | 1 | 0 | 2% |
| Private Inspections | 1 | 1 | 0 | 2% |
| Trees and Hedges | 0 | 0 | 0 | 0% |
| Sidewalks | 3 | 0 | 0 | 10% |
| Rental Registration | 0 | 0 | 0 | 0% |
| Water Violations | 0 | 0 | 0 | 0% |

| | | | | |
|----------------|----|----|---|------|
| Snow Removal | 0 | 0 | 0 | 0% |
| All Others | 0 | 0 | 0 | 0% |
| | | | | |
| Monthly Totals | 31 | 19 | 4 | 100% |
| Yearly Totals | 31 | 19 | 4 | 100% |

2. The following HQS inspections for the Section 8 Program were completed during July 2010:

| Type of Inspection | # of Inspections | # Failed | # in Compliance | % of Passed Units |
|--------------------|------------------|----------|-----------------|-------------------|
| | | | | |
| HQS Annuals | 16 | 4 | 12 | 75% |
| HQS Re-Inspections | 2 | 0 | 2 | 100% |
| HQS Supervisory | 3 | 1 | 2 | 66% |
| HQS New Units | 7 | 2 | 5 | 71% |
| HQS Special | 2 | 2 | 0 | 0% |
| | | | | |
| Monthly Totals | 30 | 9 | 21 | 70% |
| YTD Totals | 30 | 9 | 21 | 70% |

3. The City's Code Inspector participated in two Planning meetings.
4. The City's Code Inspector attended two lunch and learns at the Westminster Police Department.
5. The City's Code Inspector completed one zoning investigation at 525 Taneytown Pike, resulting in two citations being issued. With the cooperation of the property owner, the violations were fixed eliminating the need for court action
6. The City's Code Inspector completed a community walk at the Middlebrooke development with members of the HOA.
7. The City's Code Inspector, City Administrator, Public Works Director and the Planning, Zoning and Development Director met with the president of the Middlebrooke HOA and their property manager to discuss issues and finalize a process for processing complaints.
8. \$600 in fines were paid in July 2010 for code violations.
9. July 2010 was a hot and dry month so high grass complaints were minimal.

10. The City's Code Inspector worked only 16 days in July due to vacation and personal days off.

POLICE DEPARTMENT

| Time Frame | Police Calls For Service | Adult Arrests | Juvenile Arrests | DUI Arrests | Traffic Citations | Foot/Bike Patrol Hours |
|-------------------|---------------------------------|----------------------|-------------------------|--------------------|--------------------------|-------------------------------|
| July 2010 | 1,057 | 68 | 15 | 9 | 288 | 295 |
| 2010 YTD | 6,975 | 456 | 142 | 70 | 2,188 | 1,729 |
| 2009 TYD | 6,685 | 381 | 113 | 58 | 2,628 | 1,207 |

Significant Cases in July:

- 1. Street Robbery (Reported July 4, 2010):** On July 4th at approximately 5:10 p.m. officers were dispatched to the parking lot of the 140 Village Shopping Center for a reported strongarm robbery which had just occurred. Upon their arrival they met with the victim who reported that he had been sitting in his vehicle on the lot when a vehicle pulled up and blocked his car in the parking space. One occupant of this vehicle got out and entered the passenger side of the victim's vehicle. Once inside, this subject punched the victim in the face, took a backpack that was lying on the seat, and then fled the vehicle. The victim pursued on foot and caught the suspect, at which time a fight ensued. The victim was able to retrieve his backpack prior to the suspect entering another vehicle which was parked nearby and fleeing the scene. A suspect vehicle description was broadcast to officers in the area and a vehicle matching the description was stopped on Gist Road near the hospital. All four occupants of the vehicle were ultimately arrested for their involvement in planning the robbery. The actual suspect was not in the vehicle at the time it was stopped, although he was subsequently identified and arrested. All 5 suspects, 3 juveniles and 2 adults, were charged with robbery, conspiracy and related charges. It was subsequently determined that the motive for the robbery was to steal marijuana from the victim. According to the suspects, the victim had sold marijuana to them in the past. All parties were known to one another.
- 2. Residential Robbery (Reported July 14, 2010):** On July 14th at approximately 7:20 a.m. officers were dispatched to the Emergency Department at the Carroll Hospital Center to meet with the victims of a home invasion robbery who were there receiving treatment for injuries sustained during the robbery. Investigators met with the victims who reported that they were sleeping in their home in the unit block of West George Street at approximately 5:30 a.m. when they were attacked by two armed intruders. The suspects struck one victim in the head with the pistol, and then tied up him and his girlfriend while they searched the house. The suspects fled the residence on foot after taking a small amount of U.S. currency and some marijuana. The male victim sustained minor cuts and abrasions as a result of the attack. This case remains under investigation by Detectives of the Criminal Investigations Bureau.

- 3. Commercial Burglaries (Reported May through July, 2010):** On three (3) separate occasions in the past 3-months, White's Emporium in the unit block of West Main Street was burglarized during the early morning hours. In each case, entry was gained by smashing or prying out the glass in the front door of the establishment. Once inside the suspect stole collectable coins and currency which were displayed for sale within the shop. In one case, a handgun was stolen from an unsecured safe within the business. Detectives ultimately identified a local subject who had sold several rare coins stolen from the business at a local store following one of the burglaries. The suspect, **Ernest Lee Robertson Jr.** 36 years of no fixed address, was located and arrested for the three burglaries at White's Emporium. He is currently incarcerated pending trial in these cases.
- 4. Residential Burglary (Reported July 1, 2010):** The victim in this case reported that her home in the 700 block of Windsor Drive was burglarized during the daylight hours while she was away. According to the victim, the front door was closed but unlocked when she left the house. The only item disturbed or stolen was a laptop computer which had been hidden under a bed in the home. The victim believes that prior roommates may be responsible for the theft of the computer. This case remains under investigation.
- 5. Commercial Burglary (Reported July 20, 2010):** The victim in this case reported that their business location, Lucky 7 Bail Bonds in the unit block of West Main Street, was burglarized at some time overnight the previous evening. Entry was apparently gained by forcing the deadbolt lock on the front door of the business. Once inside the building the suspect(s) removed a sum of U.S. currency from a desk drawer. Numerous other items of value were left undisturbed. The owner of the business suspects that a prior acquaintance may have committed the burglary. This case remains under investigation.
- 6. Commercial Burglary (Reported July 22, 2010):** The victim in this case reported that one pane of the front bay window of their business, the Kountry Kafe, located in the unit block of Locust Lane was broken out at some time overnight the previous evening. The suspect(s) then reached in through the broken window and removed a ceramic figurine valued at \$100 from its place of display in the bay window. There are no witnesses or active leads in this investigation at this time.
- 7. Significant Drug Investigation:** During the month of July the Police Department culminated a 6-week investigation into the sale of illegal drugs in the downtown area of the City. The investigation involved the use of an undercover detective to meet with and make hand-to-hand purchases of illegal drugs directly from local dealers. As a result of this investigation, five (5) Grand Jury indictments were obtained and served for the felonious distribution of illegal drugs to the undercover investigator. Additionally, nine (9) search and seizure warrants were obtained and executed – each relating to the illegal sale and possession of drugs. A total of ten (10) individuals were arrested during July pursuant to this investigation. In addition to these arrests, a variety of illegal drugs and

more than \$11,000 in U.S. currency was seized during the course of the investigation. It should be noted that an undercover police officer with the Frederick Police Department was utilized to conduct the undercover drug purchases in Westminster – this accomplished under a Memoranda of Understanding between the two police agencies.

Significant Activities in July:

1. On July 6th the Police Department hosted their **3rd Annual Shop With A Cop – Back to School Program** at the Forbush School in Westminster. Approximately 25 Police Department members and volunteers spent a portion of the day at the school “shopping” with the students to provide them with all of the school supplies that they will need to be successful in school during the upcoming school year. Additionally, the Police Department donated 3 flat-screened TV/DVD players to the school which will be used to enrich the student’s learning opportunities for years to come. The “Shop With A Cop – Back To School Program” is just part of the Police Department’s ongoing outreach effort to youth in our local community. In addition to the school supplies donated to the Forbush students, supplies will also be provided to 5 local elementary schools sufficient to properly equip 12 at-need students at each school for the upcoming school year. All of the materials provided were obtained as a result of financial contributions from our local community.
2. On July 18th, Chief Spaulding, Captain Nancy Yeager and several members and volunteers participated in the annual **Tri-Street Community Block Party** which was held this year in Dutterer’s Park. The event was somewhat sparsely attended this year, in large measure due to the intense heat of the day. The Department staffed an informational booth providing literature and information relating to a variety of crime prevention and personal safety topics. A number of community organizations were also represented at the event.
3. The Department has recently received a **\$3,100 grant from the Target Foundation**. These funds will be utilized to purchase digital cameras and related supplies which will be provided to each Patrol Officer for their use in the field. These additional cameras will allow the Department to complete their transition away from traditional “wet film” cameras and eliminate the need for both film and film processing. Two years ago the Department purchased the necessary computer hardware and software to begin the transition to digital photograph, those funds provided by a grant from the Governor’s Office of Crime Control and Prevention. With the additional cameras provided by the Target Foundation grant, this transition will now be complete – all at no cost to the City.

RECREATION & PARKS

- Administration
 - Meeting with RLH in preparation for the audit

- Award Bishop's Garth Park
- Managing pool and camp staff
- Charing Miracle on Main
- Working on Community Parks Playground Grant through the state
- Recreation and Parks Capital Projects
 - Wakefield Valley Trail Extension– Continue working with the state on intersection upgrades
 - City Pool playground – Continue to work on specifications book
 - Dutterer Park – ADA improvements complete
 - King Park – Installation of new volleyball poles and net
- Programs and Events
 - Mail out Fallfest parade invitations
 - Complete Month of Sunday's – over 6000 people attended
 - Rentals – Processed 63 permits for pavilion and field use
 - Distribute Programs and Events Guide for July - December
 - Working with National Guard Unit to host a Family Day at City Park (expecting over 300 people)
 - Working on Santa's Treat and Tree Lighting
 - Processing Field Rentals with Carroll County Recreation and Parks for Fall
 - Hang banners in our parks to promote city recreation and parks
 - 3 on 3 basketball league continues at Jaycee Park
 - Continue to update Recreation and Parks Website
 - Continue to pay invoices for Department operating and Programs and Events

- Family Workout Center
 - New Memberships - 51
 - Recorded over 6,632 visits to the center
 - Revenue for the month – Enrollment \$457.50., Monthly Dues \$19,775., Rent \$995., Guest fees, \$1,137., other \$170., Totaling \$22,534.5.
 - Family Center staff shampooed carpets and painted walls
- Parks
 - Take care of several acts of vandalism to included brake-ins, destruction of property and theft
 - Repairs to playground equipment at King Park and City Park
 - Scheduling pavilion and field rentals
 - Continue to work with ARC providing maintenance to the parks
- Camps
 - 30 kids enrolled in July, down 20% from last year
 - Continue processing camp registrations.
- Pool
 - Total revenue for July- \$12,548.

PUBLIC WORKS

CRANBERRY WATER SYSTEM PLANT

| | | |
|------------------|---------|----|
| CRANBERRY BRANCH | 36.6652 | MG |
| HULL CREEK | 13.4078 | MG |
| RAW RESERVOIR | 7.258 | MG |
| OTHER | 0 | MG |
| TOTAL TREATED | 57.331 | MG |

| | | |
|--------|---------|----|
| WELL 3 | 2.59412 | MG |
| WELL 4 | 0 | MG |
| WELL 5 | 7.22708 | MG |

| | | |
|-------------|----------|----|
| WELL 6 | 2.67173 | MG |
| WELL 7 | 4.75551 | MG |
| WELL 8 | 2.8034 | MG |
| WELL 9 & 10 | 3.76199 | MG |
| WELL 11 | 3.605298 | MG |

| | | |
|---------------------------|-----------|----|
| TOTAL DELIVERED TO SYSTEM | 80.532212 | MG |
|---------------------------|-----------|----|

| | | |
|-----------------|---------|----|
| WELL 5 BACKWASH | 0.00028 | MG |
| WELL 7 BACKWASH | 0.51034 | MG |
| DAILY AVERAGE | 2.59781 | MG |
| PLANT USE | | MG |
| FILTER BACKWASH | 0.102 | MG |
| HOURS OPERATED | 744 | |

WAKEFIELD WELL SYSTEM

| | | |
|---------------------------|---------|----|
| WELL 1 | 2.8128 | MG |
| WELL 2 | 1.92868 | MG |
| TOTAL DELIVERED TO SYSTEM | 4.74148 | MG |
| FILTER BACKWASH | 0.00053 | MG |
| DAILY AVERAGE | 0.15295 | MG |

| | |
|-----------------------|-----------------|
| SLUDGE PUMPED TO WWTP | 179,630 GALLONS |
|-----------------------|-----------------|

REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.

COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS

COMPLETED THE MONTHLY OPERATION REPORTS

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

SEAN ALLEN PASSED HIS CLASS 4 CERTIFICATION AND CDL LICENSES

SCOTT GROSS COMPLETED THE PROBATION PERIOD FOR THE MECHANICS POSITION

SEAN ALLEN COMPLETED HIS PROBATION PERIOD FOR THE OPERATOR PROSITION.

INSTALLED AIR UNIT IN THE RAW WATER BUILDING.

NOW READING THE WEIR ON HULL CREEK AND CRANBERRY CREEKS TO CHECK FLOW BY REQUIREMENTS

Wastewater Treatment Plant

Total Flow 132.883 MG

Ave. Daily Flow 4.287 MGD

Sludge (Integrated Agronomics) 426.0395 wet tons

Septage Sludge 94.9 wet tons

Operations:

- Collected soil samples at Aaron Green farm
- Installed new scum wipers on Clarifier #3
- Septage disposal permit renewal for Northern Landfill
- CDL physicals
- safety training
- Recycles to Landfill
- Routine Maintenance

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the routine mowing of City parks and other various City properties
Assisted with spraying herbicide on Uniontown Rd, Whispering Meadows Dr, East and West Main St, City Park, Island on Hann Rd, Wedbster St, Island on Center St, Island on Market St and the Sherwood parking lot
Assisted with removal of brush and storm debris at the pool at the storm water pond on Windsor Dr
Assisted with pruning trees at Bishop Garth and Dutterer Park
Assisted with the mowing of storm water ponds with the hill mower

Building Maintenance section performed the following:

Assisted with putting out barricades and pedestals for the 4th of July fire works at the Farm Museum
Assisted with putting out flag for the 4th of July
Assisted with putting test lights at Longwell Garage
Assisted with putting out flags for the Ravens
Assisted with drilling holes for parking meter posts in the Westminster Square Garage

Streets and Alleys section

Street Baskets---2.97T

Bulk trash---56.98T

Brush---22.50T
Yard Waste---19.94T
Paper Recycling---.0T
Street Sweepings---4.69T
Tires---.48T
Metal---1.84T

Assisted with putting out roll off dumpster for large bulk trash removal
Assisted with the routine mowing of City parks

Street Maintenance section

Assisted with cold patch on Sullivan Ave
Assisted with a storm drain repair on Buck Cash Rd
Assisted with a storm drain repair on Church St
Assisted with tub grinding brush
Assisted with mowing of storm water ponds
Assisted with picking up tree limbs, metal items, yard waste and bulk trash in the streets and alleys
Assisted with working on the tub grinder

UTILITY MAINTENANCE

WATER LEAKS:

543 Congressional DR (Private)
316 Church Ct (Private)
950 Westcliff Pl (Private)
218 St. Mark's Way (Main)
241 St. Mark's Way (Main)
Sullivan Ave (Main)
2 Milton Ave (Main)
100 N. Court St. (Main)

SEWER BLOCKAGES:

307 Crestview Ct (Service)
815 Ewing Dr (Service)
521 Lakes Ct (Service)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
Continuation of Annual Water Main Flushing

36 High Water Bill Service Calls

REGULAR MAINTENANCE:

Flushing and Cleaning (Sewer Mains)

Fire Hydrants

Sewer Pumping Stations

Booster Stations and Storage Stations

Respectfully submitted,

Marge Wolf
City Administrator